



# Department Notice

January 24, 1972

TO ALL FOREIGN SERVICE  
PERSONNEL - STATE

## Scheduled Release of Second Part of Performance Ratings

In implementation of its policy of openness, the Department has decided to decontrol and make available to the rated officer copies of the Development Appraisal Report and Part II of JF-41 (the officer evaluation report) which were marked Limited Official Use. Prior to taking action on this decision, the Department will afford an opportunity to rating and reviewing officers to request that exceptions be made. It should be noted, however, that exceptions will be rare and will be made only under most unusual circumstances.

Any rating or reviewing officer who objects to the decontrol and release of any DAR or Part II of the JF-41 he has drafted should communicate immediately with the Director General of the Foreign Service, giving reasons for his objection. The reasons must be such that they would support Limited Official Use designation under 5 FAM 911.4-1, and the fact these documents concern personnel matters is not alone sufficient. Communications should be received in Washington prior to February 15, if coming from the field. Officers in the United States are expected to communicate in writing to the Director General prior to January 31, 1972.

DAR's and Part II's classified Confidential or higher will be considered on a case-by-case basis. They will not be subject to this general decontrol.

DAR's and Part II's were marked Limited Official Use for the years 1965-70, and hence only those years will be affected.

Any officer who wants to obtain copies of the decontrolled DAR's and Part II's prepared on him is requested to wait until April before asking for them unless there is some particular urgency in the matter. This delay will permit a more orderly approach to the task of stamping the documents decontrolled.

Under 5 FAM 966.1 administratively controlled material is to be kept under review and is to be declassified as soon as conditions permit. As a result of this review, the Department has concluded that there is no need after the lapse of from one to six years to maintain the administrative control designation and that it would be more efficient to downgrade all such documents at once than to do so case-by-case. The documents, however, are still part of personnel files which are exempt as a class from disclosure to the public under the Freedom of Information Act, and the decontrol of the documents would not affect that exemption.

This message is also being sent to the field.